

# **Heidelberg University Evaluative Classroom Observation Report**

*The classroom observation process includes the following required stages:*

- *Pre-observation meeting, Faculty member and the Faculty Evaluator*
- *Classroom observation, to be conducted by the Faculty Evaluator no later than April 1*
- *Post-observation meeting, Faculty member and Faculty Evaluator, within two weeks of the observation*
- *Faculty Evaluator's Evaluative Classroom Observation Report: sent to the Provost by May 1*
- *Faculty member's response to the Report (optional): sent to the Provost by May 15*
- *For complete information and requirements: please consult the Heidelberg University Faculty Manual, Section 2.6.3.3, et seq.*

Faculty member:

Course number, title:

Curricular function:

Faculty Evaluator:

Date of observation:

## ***Section One: Classroom observation***

1. Describe the overall organization and flow of the class.
  
  
  
  
  
  
  
  
  
  
2. Summarize the nature of student engagement in the class.
  
  
  
  
  
  
  
  
  
  
3. How does the instructor build a safe and positive classroom environment?

4. Based on the pre-observation meeting: Are there particular learning goals for this classroom session? If so, were these goals achieved, or does the particular class content for the day suggest different needs?

5. Additional observations (as appropriate)

### ***Section Two: Conclusions/Recommendations***

1. What are the strengths of this classroom session?

2. What suggestions could be made for continued professional growth in classroom teaching?

3. Additional Comments (as appropriate)